

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request maintenance services for the aquarium located at [location of the aquarium].

We have noticed [describe the specific issues, e.g., water clarity problems, unusual fish behavior, equipment malfunctions, etc.]. It is important to address these issues promptly to ensure the health and wellbeing of the aquatic life and the overall functionality of the aquarium.

We would appreciate it if you could schedule a visit at your earliest convenience. Please let us know your available dates and times.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Organization, if applicable]